

# Commerce Safety and Occupational Health Council

Thursday, October 23, 2003

1:30 – 3:00 p.m.







Room 4830, HCHB

# Agenda

- **Welcome and Introductions**
- **Fiscal Year 2004 Safety and Occupational Health Department and Bureau Snapshot**
- **Bureau Cross Feed**
  - **NOAA Safety Improvements**
- **The Way Ahead**
  - **Fiscal Year 2004 Strategic Planning, Programming, and Budgeting**
- **Open Agenda**

# Welcome and Introductions

# Departmental Safety and Occupational Health Program FY04 Baseline Snapshot

Responsibilities*	Go*	No Go*	Date of Completion
Oversee all OSH Program activities: ensure Federal and Departmental compliance			October 1, 2004
Conduct periodic oversight evaluations of Bureau, ASC and other organizational unit's OSH programs			
Develop OSH policy, guidance and standards for the Department's OSH program			
Ensure health services are provided to Department employees in an effective manner			
Prepare Department's Annual Report to Department of Labor			
Maintain and update the Department's Safety and Occupational Health Manual			October 1, 2004

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*








Go = functional; minor improvements needed \*



No Go = partially functional; concentration required \*

# Departmental Safety and Occupational Health Program FY04 Baseline Snapshot

Responsibilities*	Go*	No Go*	Date of Completion
Conduct assessments of medium and high risk workplaces annually, and prepare reports of findings			
Review engineering plans for OSH compliance for equipment, new construction, and modifications			October 30, 2003
Maintain automated Occupational injury and illness recordkeeping system			January 1, 2004
Maintain copies of applicable OSH implementation documents for employee review.			
Serve on special Committees to develop implement new programs and policies, provide technical guidance			

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*



Go = functional; minor improvements needed \*









No Go = partially functional; concentration required \*

# Bureau and Regional Safety Managers (RSM)

## FY04 Baseline Snapshot

### NOAA

Responsibilities •	Go*	No Go*	Date of Completion
Monitor OSH implementation at field installations			
Provide OSH program implementation Assistance to ASRs			
Coordinate workplace assessments with ASRs and OUSHRs			
Automated recordkeeping of Occupational Health injuries/illnesses			Waiting on DoC wide program.
Provide OSH program status reports to Department			
Maintain copies of applicable OSH implementation documents for employee review.			

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*



Go = functional; minor improvements needed \*









No Go = partially functional; concentration required \*

# Bureau and Regional Safety Mangers (RSM)

## FY04 Baseline Snapshot

### NOAA

Responsibilities •	Go*	No Go*	Date of Completion
Employee reporting procedures for unsafe/unhealthful working conditions			
Investigate fatalities, serious injuries or major property damage			
Notify Commerce Department of fatal occupational accidents or hospitalizations			
Conduct assessments of medium and high risk workplaces annually, and prepare reports of findings			
Take prompt action to abate hazards identified in annual assessments			
Review engineering plans for OSH compliance for equipment, new construction, and modifications			

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*



Go = functional; minor improvements needed \*






No Go = partially functional; concentration required \*


# Bureau and Regional Safety Mangers (RSM)


## FY04 Baseline Snapshot

### NOAA

Responsibilities •	Go*	No Go*	Date of Completion
Coordinate/provide training to ASRs, supervisors, and employees			
Assist with establishing health services for employees at field installations			
Participate as permanent member of Department's Safety and Occupational Health Council			

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*

 Go = functional; minor improvements needed \*







 No Go = partially functional; concentration required \*



# Bureau and Regional Safety Managers (RSM)

## FY04 Baseline Snapshot

### NIST

Responsibilities •	Go*	No Go*	Date of Completion
Monitor OSH implementation at field installations			No “field installations” Provide Program Implementation to Boulder Laboratories - ongoing
Provide OSH program implementation Assistance to ASRs			NIST Does not have ASRs
Coordinate workplace assessments with ASRs and OUSHRs			NIST workplace assessments coordinated with OHSD and the OU Directors and Deputy Directors and Division Safety Representatives. Completed March 2003
Automated recordkeeping of Occupational Health injuries/illnesses			Still a manual process with old Dbase IV Interface to Excel. Hand count only.
Provide OSH program status reports to Department			Bi Annually since 2001. Annual OSHA Report for all of NIST
Maintain copies of applicable OSH implementation documents for employee review.			All Web-based. Being reviewed and rewritten in 2004

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*



Go = functional; minor improvements needed \*




No Go = partially functional; concentration required \*


# Bureau and Regional Safety Mangers (RSM)


## FY04 Baseline Snapshot

### NIST

Responsibilities •	Go*	No Go*	Date of Completion
Employee reporting procedures for unsafe/unhealthful working conditions			On line through Safety at NIST and through the OHSD
Investigate fatalities, serious injuries or major property damage			All investigated
Notify Commerce Department of fatal occupational accidents or hospitalizations			All notified
Conduct assessments of medium and high risk workplaces annually, and prepare reports of findings			As required by NRC licenses and by MDE and OSHA
Take prompt action to abate hazards identified in annual assessments			If imminent will abate immediately, others are budgeted through funding
Review engineering plans for OSH compliance for equipment, new construction, and modifications			Ongoing through the Safety Office, OHSD

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*


 Go = functional; minor improvements needed \*

 No Go = partially functional; concentration required \*


# Bureau and Regional Safety Mangers (RSM)


## FY04 Baseline Snapshot

### NIST

Responsibilities •	Go*	No Go*	Date of Completion
Coordinate/provide training to ASRs, supervisors, and employees			Just completed Incident Investigation and Root Cause Analysis for all Supervisors and DSRs
Assist with establishing health services for employees at field installations			No field installations. Use Boulder Health Unit through MASC and Gaithersburg has own Health Unit
Participate as permanent member of Department's Safety and Occupational Health Council			Since it's inception.

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*

 Go = functional; minor improvements needed \*

 No Go = partially functional; concentration required \*

# Bureau and Regional Safety Mangers (RSM)

## FY04 Baseline Snapshot

### CENSUS

Responsibilities •	Go*	No Go*	Date of Completion
Monitor OSH implementation at field installations	●		
Provide OSH program implementation Assistance to ASRs	●		
Coordinate workplace assessments with ASRs and OUSHRs	●		
Automated recordkeeping of Occupational Health injuries/illnesses	●		
Provide OSH program status reports to Department	●		
Maintain copies of applicable OSH implementation documents for employee review.	●		



As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*








Go = functional; minor improvements needed \*

No Go = partially functional; concentration required \*


# Bureau and Regional Safety Mangers (RSM)


## FY04 Baseline Snapshot

### CENSUS

Responsibilities •	Go*	No Go*	Date of Completion
Employee reporting procedures for unsafe/unhealthful working conditions			
Investigate fatalities, serious injuries or major property damage			
Notify Commerce Department of fatal occupational accidents or hospitalizations			
Conduct assessments of medium and high risk workplaces annually, and prepare reports of findings			
Take prompt action to abate hazards identified in annual assessments			
Review engineering plans for OSH compliance for equipment, new construction, and modifications			

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*




 Go = functional; minor improvements needed \*

 No Go = partially functional; concentration required \*


# Bureau and Regional Safety Mangers (RSM)


## FY04 Baseline Snapshot

### CENSUS

Responsibilities •	Go*	No Go*	Date of Completion
Coordinate/provide training to ASRs, supervisors, and employees			
Assist with establishing health services for employees at field installations			
Participate as permanent member of Department's Safety and Occupational Health Council			

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*






 Go = functional; minor improvements needed \*

 No Go = partially functional; concentration required \*

# Bureau and Regional Safety Managers (RSM)

## FY04 Baseline Snapshot

### United States Patent and Trademark Office

Responsibilities •	Go*	No Go*	Date of Completion
Monitor OSH implementation at field installations			N/A
Provide OSH program implementation Assistance to ASRs			USPTO Safety Manual in approval process
Coordinate workplace assessments with ASRs and OUSHRs			USPTO Safety Manual in approval process
Automated recordkeeping of Occupational Health injuries/illnesses			January 2002
Provide OSH program status reports to Department			January 2002
Maintain copies of applicable OSH implementation documents for employee review.			On the USPTO Office of Security & Safety Website.

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*



Go = functional; minor improvements needed \*







No Go = partially functional; concentration required \*

# Bureau and Regional Safety Managers (RSM)

## FY04 Baseline Snapshot


### United States Patent and Trademark Office

Responsibilities •	Go*	No Go*	Date of Completion
Employee reporting procedures for unsafe/unhealthful working conditions			On the USPTO Office of Security & Safety Website.
Investigate fatalities, serious injuries or major property damage			
Notify Commerce Department of fatal occupational accidents or hospitalizations			
Conduct assessments of medium and high risk workplaces annually, and prepare reports of findings			N/A
Take prompt action to abate hazards identified in annual assessments			USPTO Safety Manual in approval process
Review engineering plans for OSH compliance for equipment, new construction, and modifications			N/A

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*

 Go = functional; minor improvements needed \*

<sup>1</sup>USPTO Safety Manual in approval process.



 No Go = partially functional; concentration required \*




# Bureau and Regional Safety Managers (RSM)


## FY04 Baseline Snapshot

### United States Patent and Trademark Office

Responsibilities •	Go*	No Go*	Date of Completion
Coordinate/provide training to ASRs, supervisors, and employees			USPTO Safety Manual in approval process
Assist with establishing health services for employees at field installations			N/A
Participate as permanent member of Department's Safety and Occupational Health Council			Since inception.







As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*

 Go = functional; minor improvements needed \*


 No Go = partially functional; concentration required \*

# Collateral Duty Safety Representatives and Area Safety Representative (ASR) FY04 Baseline Snapshot

## ITA

Responsibilities •	Go*	No Go*	Date of Completion
Conduct annual assessments of all assigned workplaces, report findings, provide timely reports to Bureau or RSM			Ongoing
Develop procedures and take prompt action, correct unsafe or unhealthful working conditions			Ongoing
Respond and document and maintain employee reports of unsafe or unhealthful working conditions			Ongoing
Maintain records of safety and occupational health activities performed, provide timely reports to Bureau/RSM			
Train and inform managers, supervisors and employees of safety and occupational health responsibilities			Ongoing
Ensure Department Safety and Occupational Health poster and notices are displayed appropriately			10/01/02

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*

 Go = functional; minor improvements needed \*

 No Go = partially functional; concentration required \*

# Collateral Duty Safety Representatives and Area Safety Representative (ASR) FY04 Baseline Snapshot MBDA

Responsibilities •	Go*	No Go*	Date of Completion
Conduct annual assessments of all assigned workplaces, report findings, provide timely reports to Bureau or RSM	●		8/29/03
Develop procedures and take prompt action, correct unsafe or unhealthful working conditions	●		7/30/03
Respond and document and maintain employee reports of unsafe or unhealthful working conditions	●		7/30/03
Maintain records of safety and occupational health activities performed, provide timely reports to Bureau/RSM	●		7/30/03
Train and inform managers, supervisors and employees of safety and occupational health responsibilities	●		7/30/03
Ensure Department Safety and Occupational Health poster and notices are displayed appropriately	●		7/30/03

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*








Go = functional; minor improvements needed \*



No Go = partially functional; concentration required \*

# Collateral Duty Safety Representatives and Area Safety Representative (ASR) FY04 Baseline Snapshot

## NTIA

Responsibilities •	Go*	No Go*	Date of Completion
Conduct annual assessments of all assigned workplaces, report findings, provide timely reports to Bureau or RSM			Mar 03 – Annual Assessment completed with DOC Safety Office (joint effort)
Develop procedures and take prompt action, correct unsafe or unhealthful working conditions			NTIA follows DOC/OS/HCHB and MASC procedures
Respond and document and maintain employee reports of unsafe or unhealthful working conditions			Ongoing
Maintain records of safety and occupational health activities performed, provide timely reports to Bureau/RSM			Ongoing
Train and inform managers, supervisors and employees of safety and occupational health responsibilities			February 2003
Ensure Department Safety and Occupational Health poster and notices are displayed appropriately			NTIA has always prominently displayed OSHA posters

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*



Go = functional; minor improvements needed \*



No Go = partially functional; concentration required \*

# Collateral Duty Safety Representatives and Area Safety Representative (ASR) FY04 Baseline Snapshot BIS







Responsibilities •	Go*	No Go*	Date of Completion
Conduct annual assessments of all assigned workplaces, report findings, provide timely reports to Bureau or RSM		●	1/30/04
Develop procedures and take prompt action, correct unsafe or unhealthful working conditions		●	1/30/04
Respond and document and maintain employee reports of unsafe or unhealthful working conditions		●	1/30/04
Maintain records of safety and occupational health activities performed, provide timely reports to Bureau/RSM		●	1/30/04
Train and inform managers, supervisors and employees of safety and occupational health responsibilities	●		6/27/03
Ensure Department Safety and Occupational Health poster and notices are displayed appropriately		●	1/30/04

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*


● Go = functional; minor improvements needed \*

● No Go = partially functional; concentration required \*

# Collateral Duty Safety Representatives and Area Safety Representative (ASR) FY04 Baseline Snapshot OAS







Responsibilities •	Go*	No Go*	Date of Completion
Conduct annual assessments of all assigned workplaces, report findings, provide timely reports to Bureau or RSM			Ongoing
Develop procedures and take prompt action, correct unsafe or unhealthful working conditions			Ongoing
Respond and document and maintain employee reports of unsafe or unhealthful working conditions			Ongoing
Maintain records of safety and occupational health activities performed, provide timely reports to Bureau/RSM			Ongoing
Train and inform managers, supervisors and employees of safety and occupational health responsibilities			23 Jul 03
Ensure Department Safety and Occupational Health poster and notices are displayed appropriately			Ongoing

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*

 Go = functional; minor improvements needed \*

 No Go = partially functional; concentration required \*

# Collateral Duty Safety Representatives and Area Safety Representative (ASR) FY04 Baseline Snapshot “NTIS”

Responsibilities •	Go*	No Go*	Date of Completion
Conduct annual assessments of all assigned workplaces, report findings, provide timely reports to Bureau or RSM			Annual Assessment is overdue. Next assessment will be conducted before 12/30/2003
Develop procedures and take prompt action, correct unsafe or unhealthful working conditions			<b>12/30/2003</b>
Respond and document and maintain employee reports of unsafe or unhealthful working conditions			<b>Completed/Ongoing</b>
Maintain records of safety and occupational health activities performed, provide timely reports to Bureau/RSM			Records are kept, no reports have been submitted to RSM. Will submit report NLT 12/30/2003
Train and inform managers, supervisors and employees of safety and occupational health responsibilities			<b>8/28/03</b>
Ensure Department Safety and Occupational Health poster and notices are displayed appropriately			Requested posters, will be posted as soon as they are received

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*









Go = functional; minor improvements needed \*





No Go = partially functional; concentration required \*

# Collateral Duty Safety Representatives and Area Safety Representative (ASR) FY04 Baseline Snapshot “EDA”

Responsibilities •	Go*	No Go*	Date of Completion
Conduct annual assessments of all assigned workplaces, report findings, provide timely reports to Bureau or RSM			02-03
Develop procedures and take prompt action, correct unsafe or unhealthful working conditions			On Going
Respond and document and maintain employee reports of unsafe or unhealthful working conditions			On Going
Maintain records of safety and occupational health activities performed, provide timely reports to Bureau/RSM			
Train and inform managers, supervisors and employees of safety and occupational health responsibilities			
Ensure Department Safety and Occupational Health poster and notices are displayed appropriately			

As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*

 Go = functional; minor improvements needed \*

 No Go = partially functional; concentration required \*



# Collateral Duty Safety Representatives and Area Safety Representative (ASR) FY04 Baseline Snapshot “ESA”

Responsibilities •	Go*	No Go*	Date of Completion
Conduct annual assessments of all assigned workplaces, report findings, provide timely reports to Bureau or RSM	●		March 2003
Develop procedures and take prompt action, correct unsafe or unhealthful working conditions	●		ESA is small (61 pers)w/out org. layers to slow down corrective actions- ongoing
Respond and document and maintain employee reports of unsafe or unhealthful working conditions	●	●	Incidents are recorded, but not kept in central location. In future I will keep file.
Maintain records of safety and occupational health activities performed, provide timely reports to Bureau/RSM	●	●	Developing efficient method of recording activities
Train and inform managers, supervisors and employees of safety and occupational health responsibilities	●	●	Currently developing training schedule
Ensure Department Safety and Occupational Health poster and notices are displayed appropriately	●		Continuous



As Defined in 2000 DOC Safety and Occupational Health Manual, Chapter 2 & 29 CFR 1960\*



Go = functional; minor improvements needed \*

No Go = partially functional; concentration required \*

# Bureau Cross Feed

- NOAA Safety Improvements

# NOAA Safety Improvements

## Overview for the DoC Safety Council

Tom Altvater

Chief, NOAA Safety Division

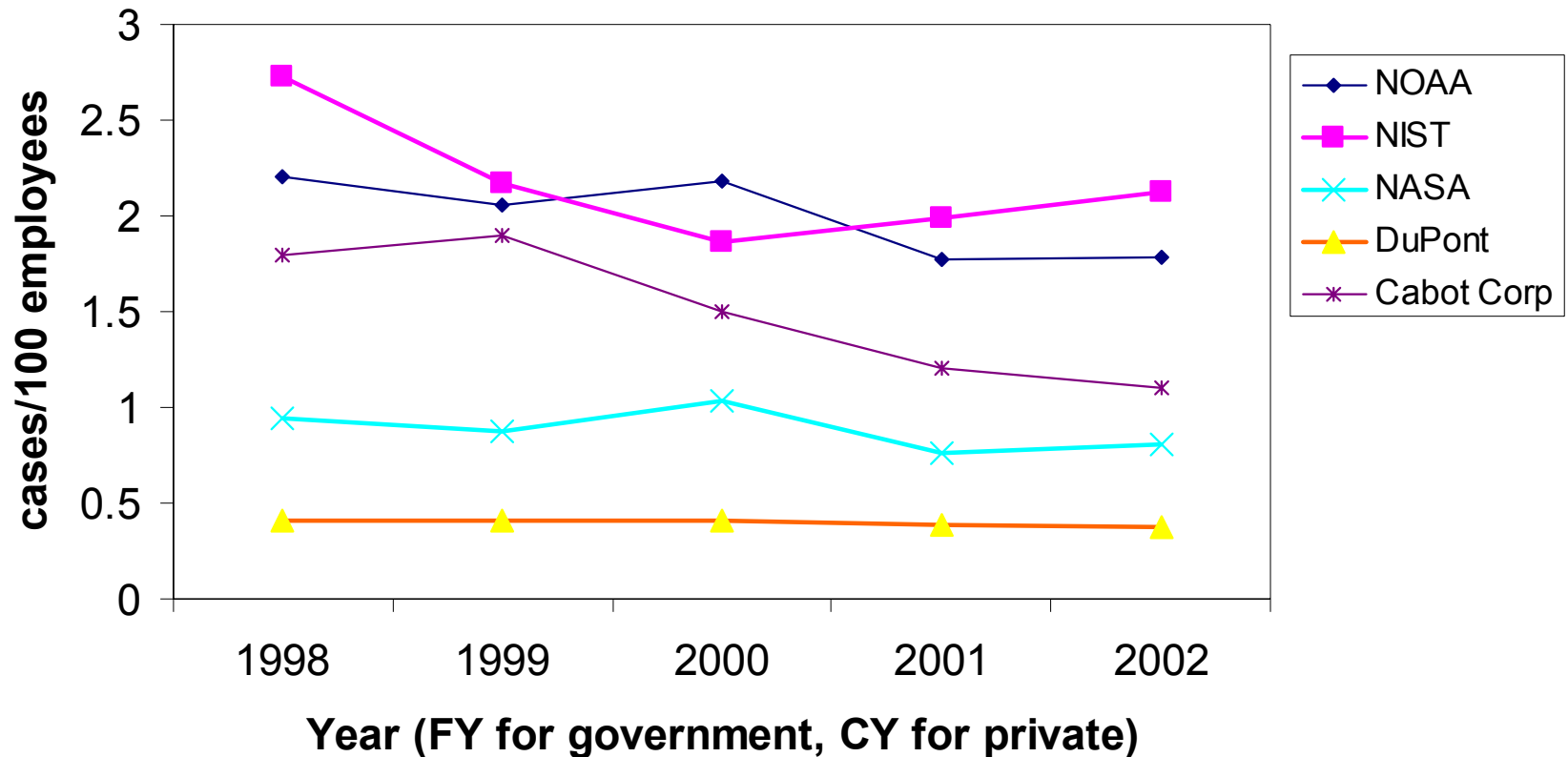
October 23, 2003

# Purposes

- **Informational briefing:**
- **Provide status of actions being taken to improve safety**

# Current State of NOAA Safety Comparison to Best in Class

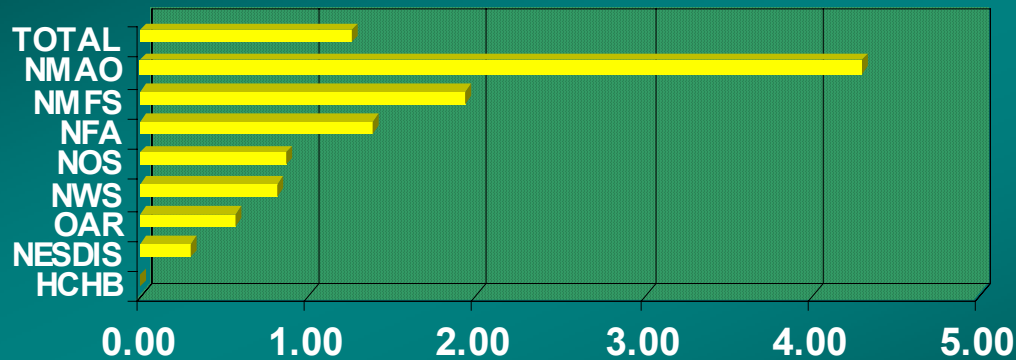
**Total Case Rate (cases/100 employees) \***



- \* - Federal agency data from Dept of Labor
- - Private industry data from company reports

# LO Comparisons - Incidents

**2003 Recordable Incidence Rate\* by Line Office**



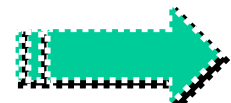
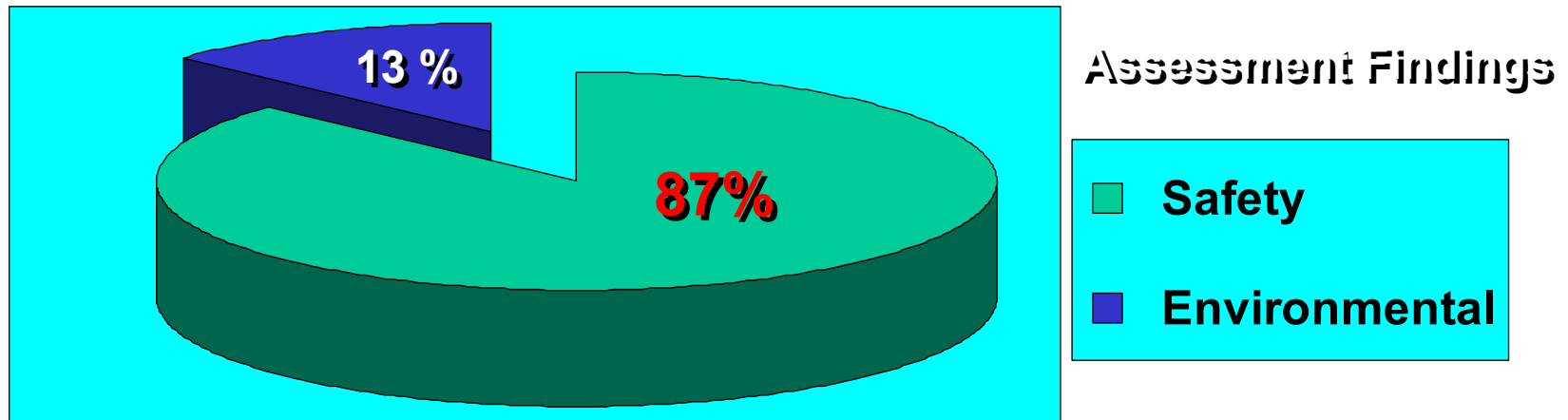
\* Recordable Incidence Rate = Recordable Injuries/100 Employees

October 1, 2002 to August 30, 2003

Line Office	Total Recordables	Incident Rates
NWS	31	0.81
NMFS	43	1.94
NMAO	25	4.30
NFA	9	1.39
NOS	8	0.87
OAR	5	0.57
NESDIS	2	0.30
HCHB	0	0.00
NOAA Total	123	1.25

# Current Safety Program

- Safety Culture within NOAA
  - Under Secretary's Vision is clear
  - Policy – exists, but not NOAA-wide
  - Lack of understanding of responsibilities
  - Employees are not empowered
  - Acceptance of unresolved safety hazards



# Current Safety Program

- Program execution – Good in spots, but not NOAA-wide
  - NMFS and NWS are performing some Job Hazard Analyses (JHAs), others not
  - Some training performed (DuPont, LO-specific)
    - NMAO & NWS track training
  - Safety program evaluations incomplete
  - Accident reporting is slow and inconsistent
    - Up to 6 month delay in ECHSSO receiving information
    - NMFS uses telephone for 24-hour response



# “Best in Class” Safety Programs

## Common Characteristics

- Imbedded safety culture
  - an organizational ethos
  - a core value -- not a goal or priority that can be traded / modified
- Management commitment
  - direct, visible involvement
  - line managers and leaders responsible & accountable
- Active employee participation
- Goal of zero incidents -- all incidents preventable
- Continuous improvement of behaviors & processes

# Improvement Approach

- Instill a Safety Culture
  - Imbed enduring structure & habits
  - Assign responsibility and accountability
    - all levels – from workers up to Under Secretary
    - all organizations – Staff/LOs, NEP, NEC
- Improve Safety Program Management
  - Centralized policy, decentralized execution
  - Consistency across NOAA
  - Plan, program & budget
  - Continuous improvement

The Way Ahead

# The Way Ahead

- Fiscal Year 2004 Tactical\* and Strategic\* Planning, Programming, and Budgeting
  - What's out there already
    - Develop a cross-functional team to:
      - Leverage resources
        - » SOH goals and budget that align requirements with existing resources
        - » Review existing SOH budget process: explore alternatives
        - » Implement benchmark programs Department wide
      - Standardized SOH assessment
        - » Risk-based annual administrative and industrial workplace assessments
        - » Feasibility for centralized OSH IT system
      - Train, educate and mentor
    - Comprehensive SOH top-down DAO policy and guidance development
      - Tactical: less than one year
      - Strategic: 1-3 years